

## Common Application Procedures

To apply for any activity, you must be able to log into e-Services to access and complete the online CAP Form 31. You must have a CAPID and a password. Please do not wait until the last minute to establish a password and confirm you can log into e-Services.

**Locate CAPF 31 online:** Go to [www.caphq.gov](http://www.caphq.gov) (e-services Web page) and click the "NCSA Main Menu" link under "CAP Utilities" to apply for special activities. As you follow the instructions for entering your request, you will also get to check (and correct if necessary) your address, contact information and personal characteristics that NHQ has on file. *Note: You need Explorer 6.0 and Adobe 6.0 to complete the application. Both are available as downloads from e-Services.* When you have completed the application, you will be asked to perform several functions.

**First**, electronically submit your application to NHQ online. (When you have completed, reviewed and printed your CAPF 31, it will automatically be transmitted to NHQ electronically.)

**Second**, print the application and sign the "Release Agreement" and have your parent or guardian (if applicable) sign the "Release by Parent or Guardian" block (Page 4 of the application).

**Third**, forward a printed and signed copy of the CAPF 31 to your squadron commander. The form will be reviewed at the squadron and forwarded to the wing commander for ranking. **If your CAPF 31 is not ranked by the wing, you will not be considered to compete for a national activity slot!** *Tip! Make sure your squadron commander forwards the CAPF 31 to wing for ranking.*

## Important Things to Know

For personnel applying for "staff" positions, please complete a separate CAPF 31 and mark it "STAFF" in the top-left corner. Forward it to the wing or group, as appropriate, for review. Note that activity acceptance is not necessarily a staff-position acceptance. The activity director will review staff applications and contact those accepted directly. For cadets applying for more than one NCSA, please clearly indicate your desired preferences, in order, on second page of application. *Note: Because of supplementary procedures used for IACE selection, list IACE last on your preference list.*

Late applications (those received after Dec. 31) will be accepted if they have been reviewed and approved by the squadron and wing. However, they will not be forwarded to the activity director until all those who applied on time have had an opportunity to be slotted and to respond for payment and confirmation of attendance. Your wing may set an earlier deadline for receiving their copy of the CAPF 31.

For all cadets applying to any activity — you must have encampment credit prior to attending any NCSA. If an activity has an age requirement, it must be met before the activity starts! If

**Applications may be submitted from Nov. 1 - Dec. 31**

**Civic Leadership Academy application window is Sept. 1 - Oct. 31.**

NHQ does not have a record of encampment completion prior to date of activity, then you will have to show the activity director your encampment-completion certificate prior to the start of the national activity.

**If you do not have ready access to a computer, please notify someone in your squadron as soon as possible so arrangements can be made to gain access for you!**

## Timelines for all activities except Cadet Leadership Academy

The CAPF 31 must be completed and submitted online to NHQ, with a printed and signed copy forwarded to the squadron commander, not later than Dec. 31. The squadron commander reviews, signs and forwards the CAPF 31 to wing for their review and ranking. The review and ranking process by the squadrons and wings occurs between Jan. 1, 2005, and Feb. 22. Results are due from the wing to NHQ not later than Feb. 23.

## Understanding Slotting Process

NHQ will slot as many ranked applicants as possible. However, being ranked does not guarantee you will be slotted as a primary for your preferred activity since the number of available slots will be less than the number of applicants ranked. Being ranked does guarantee you will compete for a slot. You will be placed on the alternate list if not selected as a primary for your preferred activity.

Notification of the slotting results, per individual, will be emailed by March 21, 2005. Additionally, you can view your activity status by logging on to e-Services and clicking the "Check My Status" link found in the "NCSA Main Menu" area.

Personnel slotted as primary attendees will have until April 30, 2005, to submit their payment in full to NHQ for all NCSAs except NESA. (Academy director and project officer coordinate all fees and slots for NESA, and will provide guidance for payment in welcome letter). Applicants whose payment has not been received by April 30 will become alternates and their primary slots will be offered to other applicants already on the alternate list.

## Senior Member Applications

Most of our NCSAs allow senior members to apply as escorts and a few allow for full senior member participation. Senior members applying for any of the NCSAs must follow the same procedures as cadets and use the CAPF 31. Mark the word "SENIOR" in the top left hand corner of the CAPF 31. Deadlines for senior member applications to assist as staff members are the same as cadets.

## Special Procedures

Application procedures for Hawk Mountain, IACE, Civic Leadership Academy and NESA are unique to each activity.

## Hawk Procedures

All cadet and senior members applying to Hawk Mountain must submit a completed CAPF 31, with wing commander's signature, directly to PA Wing Headquarters, Bldg. 3-108, Fort Indiantown Gap, Annville, PA 17003. Mark the outside of the envelope "Hawk." **Do not send Hawk applications to NHQ.** Do not apply for any other activity on the same CAPF 31 that you send to the PA Wing.

## IACE Procedures

Interested cadets and senior members apply using the CAPF 31 and the same application procedures as listed for the other national activities. Applicants will be sent a supplemental application package that must be completed and returned by Dec. 31. Include a full length photo in a short-sleeve, blue service uniform, no coat required (no BDUs please). Cadets selected to participate must have earned their Amelia Earhart Award by Dec. 31. Cadets must be at least 17 years of age before July 1, 2005, and will not have reached their 21st birthday by the third day of August 2005. Escorts must be at least 25 years old, in excellent health and meet CAP physical and appearance standards.

## CLA Procedures

Because the academy is held during the spring and therefore is out-of-cycle with the other national cadet special activities, cadets will apply using the special procedures described below:

1. To apply, submit to HQ CAP completed CAP Form 31, endorsed by squadron and wing commander.
2. Include an email address that will remain valid through March 2005 for all CLA correspondence.
3. Also include a 1-page resume outlining experience in four areas: emergency services, aerospace education, cadet programs, and community service.
4. Mail completed applications to: HQ CAP/LMPD, Attn: Civic Leadership, 105 S. Hansell St, Maxwell AFB, AL, 36112. Or, fax the application to 334.953.6699.
5. All applications must be received at HQ CAP by Nov. 1.

## NESA Procedures

All personnel interested in applying for any of the courses to be held at the 2005 National Emergency Services Academy will be expected to apply online directly to national headquarters. Wing Commanders will still be required to approve participation in the course, but a formal signature on an application will not be necessary. Applications will be accepted on a first come first served basis. Personnel interested in attending NESA in 2005 should visit the NESA website at: <http://homestead.com/ngsar/home.html> to download and review additional information and apply online.